Revenue Budgets

Topic Objectives

After completing this topic, you will be able to inquire on revenue budgets using the revenue budget tables.

Topic Overview

This topic introduces you to the following tables and documents:

Document/Table	Approvals Required
Revenue Budget Index (REVB)	N/A
Revenue Budget Inquiry (REV2)	N/A
Revenue Budget Summary Inquiry (RSUM)	N/A
Revenue Budget (RB)	Agency and B&P

Revenue budgets will assist agencies in preparing the Fund Financial Summary - Form 9 required each fiscal year. Each revenue budget line represents an estimated amount of revenue by source.

Revenue budget controls are established by fund on the Fund (FUN2) table. The State of Missouri will use no control for revenue budgets. With no control, revenue transactions are not checked against a revenue budget line. However, each time a revenue transaction processes, the system automatically creates a revenue budget line for that accounting distribution if one does not exist.

Each revenue budget line must include the following chart of account elements: Budget Fiscal Year, Fund, Agency,

Organization, and Revenue Source. On the Fund Agency (FGY2) table, the Activity code can be required for revenue budgets for specific Fund/Agency combinations. The control option for Activity will be set to optional on accounting transactions unless an agency specifically requests that the Activity option be set to required on budget and/or accounting transactions.
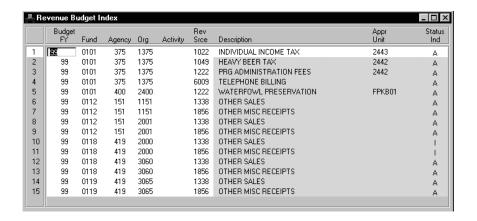
Revenue Budget Inquiry Tables

Revenue Budget Index (REVB)

The Revenue Budget Index (REVB) table displays revenue budget entries. Lines are added to the table when the financial system accepts new revenue budget transactions. Existing lines on this table are updated when the financial system accepts modifications submitted on revenue budget transactions.

The index lists and sorts revenue budgets in the following order: Budget Fiscal Year, Fund, Agency, Organization, and Revenue Source.
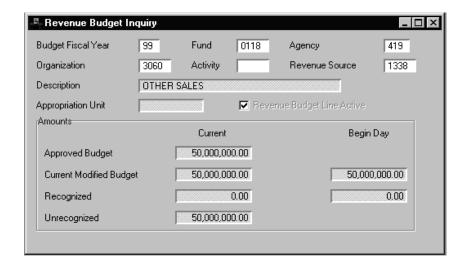
Entering a key field or a combination of key fields (Budget Fiscal Year, Fund, Agency, and Appropriation Unit) narrows the search for an inquiry.

	Budget FY	Fund	Agency	Org	Activity	Rev Srce	Description	Appr Unit	Status Ind
1	99	0101	375	1375		1022	INDIVIDUAL INCOME TAX	2443	A
2	99	0101	375	1375		1049	HEAVY BEER TAX	2442	A
3	99	0101	375	1375		1222	PRG ADMINISTRATION FEES	2442	A
4	99	0101	375	1375		6009	TELEPHONE BILLING		A
5	99	0101	400	2400		1222	WATERFOWL PRESERVATION	FPKB01	A
6	99	0112	151	1151		1338	OTHER SALES		A
7	99	0112	151	1151		1856	OTHER MISC RECEIPTS		A
8	99	0112	151	2001		1338	OTHER SALES		A
9	99	0112	151	2001		1856	OTHER MISC RECEIPTS		A
10	99	0118	419	2000		1338	OTHER SALES		I
11	99	0118	419	2000		1856	OTHER MISC RECEIPTS		I
12	99	0118	419	3060		1338	OTHER SALES		A
13	99	0118	419	3060		1856	OTHER MISC RECEIPTS		A
14	99	0119	419	3065		1338	OTHER SALES		A
15	99	0119	419	3065		1856	OTHER MISC RECEIPTS		A

Revenue Budget Inquiry (REV2)

The Revenue Budget Inquiry (REV2) table displays revenue budget entries. Each line includes account distribution data, budgeted amounts, and recognized amounts. Lines are added to the table when the financial system accepts new revenue budget transactions. Existing lines on this table are updated when the financial system accepts modifications submitted on revenue budget transactions.

Entering a key field or a combination of key fields (Budget Fiscal Year, Fund, Agency, Organization, and Revenue Source) narrows the search for an inquiry.
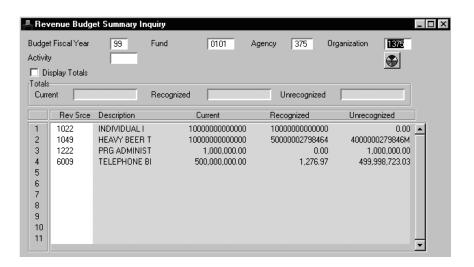
Revenue Budget Inquiry			
Budget Fiscal Year	99	Fund 0118	Agency 419
Organization	3060	Activity	Revenue Source 1338
Description	OTHER SALES		
Appropriation Unit		☑ Revenue Budget Line Active	

Amounts

	Current	Begin Day
Approved Budget	50,000,000.00	
Current Modified Budget	50,000,000.00	50,000,000.00
Recognized	0.00	0.00
Unrecognized	50,000,000.00	

Revenue Budget Summary Inquiry (RSUM)

The Revenue Budget Summary Inquiry (RSUM) table displays revenue budget data summarized by accounting distribution (Fund, Agency, Organization, Activity, and Revenue Source). Data for multiple revenue sources is listed on a single window. The information is pulled directly from the Revenue Budget Inquiry (REV2) table.

Entering a key field or a combination of key fields (Budget Fiscal Year, Fund, Agency, Organization, and Revenue Source) narrows the search for an inquiry.

	Rev Srce	Description	Current	Recognized	Unrecognized
1	1022	INDIVIDUAL I	10000000000000	10000000000000	0.00
2	1049	HEAVY BEER T	10000000000000	50000002798464	4000000279846M
3	1222	PRG ADMINIST	1,000,000.00	0.00	1,000,000.00
4	6009	TELEPHONE BI	500,000,000.00	1,276.97	499,998,723.03
5					
6					
7					
8					
9					
10					
11					

Revenue Budget Summary Inquiry

Budget Fiscal Year 99 Fund 0101 Agency 375 Organization 1375
Activity
☐ Display Totals
Totals
Current Recognized Unrecognized

Exercise 11 [Searching for Revenue Budget Information]

Scenario:

You need to find information on a revenue budget.

Step 1. From the **Budget Control** Business Area, click on the **Revenue Budget** Business Function to bring up the **REVB** table.

Step 2. In the REVB table, fill in the following fields with the information from your data card for your revenue budget for Exercise 11:

*Budget FY: **99***

*Fund: **Provided by Instructor***

*Agency: **Provided by Instructor***

*Org: **Provided by Instructor***

*Activity: **Leave Blank***

*Rev Srce: **Provided by Instructor***

Select **Display: Browse Data** to display information on this revenue budget.

Review the index table to see the various information displayed on this revenue budget. The table will display the description of each revenue budget line. It will not display amounts.

Step 3. Place your cursor on your revenue budget line in the REVB table. Click on the **REV2** table.

Review the inquiry screen to see the various information displayed on this revenue budget. The table displays the description and amounts for the revenue budget. Note that the Appropriation Unit field is blank, as revenue budgets are not tied to Appropriation Units.

Step 4. Click on the **RSUM** table. Review the inquiry screen to see more information on the revenue budget line and on other revenue budgets lines associated with this Budget Fiscal Year/Fund/Agency/Organization

combination. The table displays the description and the amounts for each revenue source for this combination.
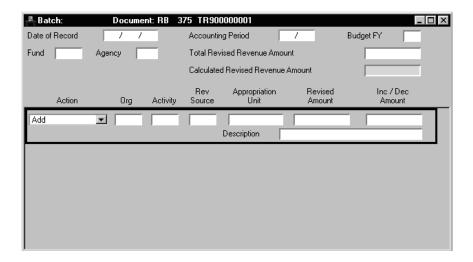
Step 5.   Close all open windows by selecting the **Close** button at the bottom of the Business Function window.

Revenue Budget (RB) Document

The Revenue Budget (RB) document is used to establish and maintain estimated receipts by revenue source. Currently, no control will be used for revenue budgets. With no control, revenue transactions are not checked against a revenue budget line. However, each time a revenue transaction processes, the system automatically creates a revenue budget line for that accounting distribution if one does not exist.

The revenue budget lines will not contain budgeted amounts but will contain the recognized revenues for that accounting distribution.

For implementation, the RB document will not be used. However, the RB document may be used in the future. The following provides you with an example of the RB document.

Field Name	Definition
Date of Record	Defaults to the date that the system accepts the document. Nothing will appear in this field when processing the document.
Accounting Period	If this RB is being processed during the

Field Name	Definition
	lapse period, enter the applicable accounting period in fiscal month/fiscal year (mm/yy) format. If left blank, this field defaults to the current accounting period. Nothing will appear in this field when processing the document.
Budget FY	Enter the last two digits (yy) of the applicable budget fiscal year.
Fund	Enter the code for the appropriate fund. Refer to Fund Index (FUND) for valid codes.
Agency	Enter the code for the appropriate agency. Refer to Agency Index (AGCY) or Fund Agency Index (FAGY) for valid codes.
Total Revised Revenue Amount	Enter the sum of the **Revised Amounts** for all lines in this document. Do not enter cents.
Calculated Revised Revenue Amount	This is a system generated total of all the revised revenue amounts. It must equal the Total Revised Revenue Amount for the transaction to be accepted.
Action	Defaults to **Add**. Valid selections are: **Add –** Used to add a new revenue budget or reactivate an inactive revenue budget. **Modify** – Used to modify an existing revenue budget. **Deactivate** – Used to deactivate an existing revenue budget. No further revenue transactions may be recognized against this revenue budget. If modifying or deactivating a revenue budget, select the appropriate action.

Field Name	Definition
Org	Enter the code for the appropriate organization. This organization must be designated as a revenue budget organization on the Organization Table. Refer to Organization (ORG2) for valid codes.
Activity	May be either required or not allowed based upon the Revenue Budget Activity Option on the Fund Agency (FGY2) table. If the control option for revenue budgets on the Fund Agency (FGY2) requires the use of an activity on budget and accounting, enter the code for the appropriate activity. Refer to Activity Index (ACTV) for valid codes. If the control option for revenue budgets on the Fund Agency (FGY2) requires the use of activity on accounting or the use of activity is optional on accounting, do not enter data into this field.
Rev Source	Enter the code for the appropriate revenue source. Refer to Revenue Source Index (RSRC) for valid codes.
Appropriation Unit	Do not enter data into this field.
Revised Amount	If adding a new revenue budget, enter the new amount for the revenue budget. Do not enter cents. If modifying an existing revenue budget, enter the revised amount for the revenue budget. Do not enter cents. If deactivating or reactivating a revenue budget, do not enter an amount for the revenue budget. The amount will default

Field Name	Definition
	to zero.
Inc/Dec Amount	If adding a new revenue budget, enter the increased amount for the revenue budget. This is the same amount entered in the Revised Amount field. Do not enter cents. If modifying an existing revenue budget, enter the difference between the revised amount and the existing amount for the revenue budget. Refer to Revenue Budget Inquiry (REV2) to determine the existing revenue budget amount. If the net effect results in a negative number, do not enter the negative sign in this field. Do not enter cents. If deactivating or reactivating a revenue budget, do not enter an amount.
Description	Defaults to the description of the revenue source code. Refer to Revenue Source (RSR2) for valid descriptions. If a different description is desired, enter a new description.